



INDIANA
WORKFORCE
DEVELOPMENT

AND ITS **WorkOne** CENTERS

FORMAL COMMUNICATION

TO: Indiana's Workforce Investment System

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**Technical Assistance Bulletin
TAB 2008-02**

United States Postal Service Addressing Standards (Condensed)

Content

Attached is a condensed version of the United States Postal Service (USPS) addressing standards which can be found in their entirety at <http://pe.usps.gov/text/pub28/welcome.htm>. At that link is United States Postal Service *Publication 28*. The version in this Technical Assistance Bulletin was developed by Unemployment Insurance Modernization. When the final Uplink deployment occurs, persons using the Uplink system will be prompted to insert their address according to these standards. The attached version can be helpful for all staff in the Workforce Investment System.

A **standardized address** is defined by the United States Postal Service as one that is fully spelled out, abbreviated by using the Postal Service standard abbreviations, and uses the proper format for the address style. The USPS *Publication 28 - Postal Addressing Standards* is 124 pages and contains exhaustive lists of abbreviations, instructions, formatting and other considerations. The purpose of this Technical Assistance Bulletin is to condense that information into a manageable desk reference for staff use.

All addresses have common components. Each of those components has a standardized format. Bringing all Indiana Department of Workforce Development addresses up to standard and ensuring that new addresses are entered correctly makes good business sense. Primarily, standardized addresses mean less in postage costs because they can be handled through automation like bar coding. Automated mail sorting and handling is less expensive than manual sorting. Additionally, the Department pays for each piece of returned mail whether it has a correct address or not.

Questions regarding this TAB should be directed to:
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Please note that previously issued Technical Assistance Bulletins can be reviewed on the Indiana Department of Workforce Development website at <http://www.in.gov/dwd/3447.htm>.

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United States Postal Service Addressing Standards (Condensed)

First rule – all addresses are printed in uppercase letters. When fully deployed, Uplink will convert an address to uppercase regardless of how it was entered originally.

Envelopes and postcards should not be hand-addressed or in lowercase letters, especially in the Department's Administrative offices. A label is preferred so mail can be metered at a presort rate.

A street number must be complete and accurate with no spaces. Punctuation is limited to periods (.), slashes (/) and hyphens (-).

- 101 1/2 MAIN ST If the address is a “half” address, use **1/2**, not “.5” and insert a space between the number and the **1/2**.
- 289-01 MONTGOMERY AVE
- 39.2 RD

Directionals

This information is critical because it gives directional information for delivery. Directionals can be between the street number and name or after the street name. The directionals are **N, S, E, W, NE, NW, SE and SW**. They are always abbreviated.

- **Predirectionals** are the direction indicator between the street number and name.
 - 10 **N** SENATE AVE
 - 1234 **NE** MAIN ST
- **Postdirectionals** are after the street name and suffix.
 - 1125 CONSTITUTION AVE **NW**
 - 3345 FALL CREEK PKWY **E DR**

A street name should be complete and accurate! Street names are never abbreviated. Generally, a numeric street number is used in the ordinal form – 3rd AVE rather than Third Ave or 7th ST rather than Seventh St.

- 3695 W **38th** St
- **1122** INDIANA AVE

As with any other street names, county, state and local highways are not abbreviated.

- 1345 E **COUNTY ROAD** 1275 N
- 3669 N **STATE ROAD** 13
- 5566 **US HIGHWAY** 31 N
- 4256 S **PRIVATE ROAD** 22 W

United States Postal Service Addressing Standards (Condensed) (continued)

Secondary Address Designators are apartment, suite, room, or floor numbers. The designator is abbreviated and put at the end of the address line. Do not use the pound sign (#) in the designator.

- 10 N SENATE AVE **RM 301A**
- 3456 WESTBROOK LN **APT 2**
- 1 N CAPITOL AVE **STE 1525**

Suffixes such as street, avenue, road, lane, circle, etc. are abbreviated: ST, AVE, RD, LN, and CRL. If an address has two consecutive words that would be considered a suffix, the second word is abbreviated.

- 14569 RAWLINGS PL
- 789 MAIN AVENUE RD

Rural route addresses have a very simple format: RR n Box nn. Do not use the words rural, number, no. or the pound sign (#). Addresses that have the designation RFD or RD (rural free delivery) should be changed to **RR**. Last, do not use a street name or any other type of designation with the rural route. RR 2 Box 18 Bryan Dairy Rd should be **RR 2 BOX 18**.

- **RR 1 BOX 345**
- **RR 3 BOX 22A**

Post office boxes are entered as **PO BOX** nn. Post office box addresses with the word CALLER, FIRM CALLER, BIN, LOCKBOX or DRAWER should be converted to **PO BOX** on all mailed documents.

- **PO BOX 2458A**
- **PO BOX 00145**

City names are spelled in their entirety. There are no commas between city and state. Directionals that are part of the city name are not abbreviated.

- **SOUTH BEND**
- **NORTH VERNON**
- **NEW CARLISLE**
- **MOUNT SHASTA**
- **FORT WAYNE**
- **STEAMBOAT SPRINGS**

States are always abbreviated using the standard 2-digit state abbreviation. **ZIP+4** is mandatory. Uplink will add the extender automatically.